

The Department of Social Services
Job Opportunity
ANTICIPATED VACANCIES

SOCIAL SERVICES INVESTIGATOR

Posting Date: November 3, 2006

Closing Date: November 18, 2006

The Department of Social Services Quality Assurance Fraud Unit (Care For Kids) is presently recruiting to fill three (3) Social Services Investigator positions at its Central Office location in Hartford. Based on the qualifications of the applicant, these positions may be filled either at the level of Social Services Investigator or Connecticut Career Trainee. PCN #'s 85906, 85911 and 85908.

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public and State Employees

Position: Social Services Investigator – (SH 19)
Connecticut Careers Trainee – (SH 15)

Bargaining Unit: Social and Human Services (P-2)

Salary Range: Social Services Investigator \$45,197.00 - \$56,671.00 Annually (SH-19)
Connecticut Careers Trainee \$37,253.00 - \$47,391.00 Annually (SH-15)

Location: 25 Sigourney Street, Hartford, CT

PURPOSE OF CLASS:

In the Department of Social Services this class is accountable for acting as a working supervisor and policy specialist for a unit of Social Services Investigators engaged in performing investigations relevant to child support obligations and their enforcement or financial status of individuals receiving public assistance.

EXAMPLES OF DUTIES:

Performs investigations to determine financial resources and means of support such as assets and income of absent parents, fathers of minor children, legally liable relatives or clients; determines value of real and personal property; interviews custodial and/or absent parents, alleged fathers, legally liable relatives or clients to obtain information about paternity, income, real and personal assets or location; contacts employers, public and private agencies to obtain location and/or information about absent parents, alleged fathers or legally liable relatives; performs title searches and negotiates releases of liens, mortgages, sales and transfers of property, accident or lawsuit settlements, decedent estates; prepares and files liens and mortgages; determines, reviews and modifies amount of support to be paid by legally liable relatives; explains legal and policy requirements and procedures to clients, legally liable relatives, the general public and others; provides case information to Office of the Attorney General; prepares support petitions, show cause applications, motions for modification; serves summons or orders of notice; testifies in court on cases involving support, arrearages or claims for reimbursement; reviews discontinued cases for possible redirection of child support and refund of excess child support monies or recovery of public assistance monies; prepares summaries and testifies at Fair Hearings; provides consultation in support or resources cases; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED
SOCIAL SERVICES INVESTIGATOR:

Knowledge, Skill and Ability

Knowledge of and ability to interpret and apply relevant agency policies and procedures; knowledge of and ability to interpret and apply relevant State and Federal laws, statutes and regulations; knowledge of investigatory methods and techniques; knowledge of property ownership and personal financial practices; knowledge of economic, social and health problems affecting family security; knowledge of court procedures and

related legal instruments; interpersonal skills; oral and written communication skills; interviewing skills; ability to prepare reports; ability to perform arithmetical computations.

EXPERIENCE AND TRAINING:

General Experience:

Five (5) years' experience in the investigation of real and personal assets or the determination of client eligibility for public assistance.

Substitution Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in a closely related area may be substituted for one (1) additional year of the General Experience.
3. Two (2) years as a Social Services Trainee in the designated area may be substituted for the General Experience.

MINIMUM QUALIFICATIONS REQUIRED CONNECTICUT CAREERS TRAINEE:

Possession of a Bachelor's or Master's Degree. In specific job areas, a degree in a field related to that job area may be required.

SPECIAL REQUIREMENT:

Incumbents in this class may be required to travel.

APPLICATION PROCEDURE: Applications for the Social Services Investigator job classification level will be accepted only from candidates who have taken and received a passing score on the examination for Social Services Investigator administered by the State of Connecticut's Department of Administrative Services and are on the current examination list for this job classification, and from state employees who have attained permanent status in this job classification and currently are eligible for appointment to this position. Applications for the Connecticut Careers Trainee job classification level will be accepted from applicants who possess a Bachelor's or a Master's degree. Priority consideration will be given to Re-employment, SEBAC and transfer list candidates as required.

To apply you must submit an original completed State of Connecticut Application (Form PLD-1) in order to be considered for an interview. The PLD-1 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services website at: www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS.

Please forward your completed original State of Connecticut Application (Form PLD-1) and a Cover letter to:

**Flora Alling, Personnel Officer
Department of Social Services
25 Sigourney Street – 12th Floor
Hartford, CT 06106**

APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS ON NOVEMBER 18, 2006

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER